OSA-4087-63

1.4 AUG 1963

MEMORANDUM FOR: Deputy for Technology, OSA

SUBJECT

: Contractor Reporting

In order that the Programs Staff can properly carry out its function of keeping this office informed of the status of our programs, it is my desire that your office initiate procedures for contractor reporting of certain information for the Programs Staff relative to each contract. Reports should include:

A. Prognosis of expenditures by quarter for the life of a contract. (Any anticipated changes in this report should be submitted along with the report required in "B" below).

B. Actual expenditures and commitments of preceding month plus anticipated expenditures for following month.

24/4/4 FEET WAS 1007169

JACK C. LEDFORD Colonel, USAF Assistant Director (Special Activities)

listribution:

O - D/TECH/OSA

2 - C/CD/OSA

1 - AD/OSA

2 - PS/OSA

1 - RB/OSA

05/05A d:4526 (13 A/ga) 63)